

CHAPTER 102

GENERAL TRAVEL PROVISIONS

A. TRAVEL AUTHORITY

The TO will procure transportation and authorized accommodations upon receipt of appropriate orders as defined in Joint Federal Travel Regulation (JFTR) U2 100 and U21 15, and Joint Travel Regulation (JTR) C3050. Applicants for enlistment, rejected applicants for enlistment, and rejected registrants are provided travel by the local recruiting unit and not by the local TO.

B. DUAL COMMITMENT TRANSPORTATION

Commercial transportation will be used for group movements of DoD passengers in CONUS except when military transportation is essential to meet training or mission requirements, or when opportune capability is generated as a result of training or logistics support requirements. Commercial transportation will not be requested or scheduled unless all actions to obtain military transportation are terminated.

C. ROUTING

1. General.

a. When travel orders do not direct a specific mode of transportation, or the mode directed is not available, the TO arranging transportation will route passengers using “best value” that meets mission requirements within established DoD policy. Per diem, costs, travel time (most direct route), nearest airports serving duty stations, and rental car costs in conjunction with alternate airports should be considered in the factoring of “best value.” For Air Force passengers, TOS will route passengers using most cost effective service that meets mission requirements.

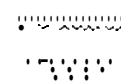
b. Transportation of dependents will be in accordance with JFTR U5200, and JTR, Chapter 7, or other DoD and Service regulations governing travel.

2. **Initial Training Station.** The routing of all recruits, enlistees, and inductees from Military Entrance Processing Stations (MEPS) to initial training stations will be in accordance with MTMC-issued Passenger Standing Route Orders (PSROs). MEPS will coordinate with MTMC/MTOP-TS to establish and maintain PSROs.

D. RESERVATIONS

TOS will use prudent traffic management practices to determine modes of travel and which agency (CTO, AMC, or MTMC) to use in obtaining reservations and routing. When transportation reservations have been confirmed and changes are required, the TO will expeditiously notify the appropriate agency of changes and make new reservations

accordingly. TOS will instruct travelers, or persons in charge of group movements, that it is their responsibility to contact the TO and cancel or change reservations immediately if circumstances prevent use of the accommodation reserved.



E. PASSENGER STANDING ROUTE ORDER

1. A Passenger Standing Route Order (PSRO) is designed to support repetitive DoD travel requirements and must “be arranged through MTMC. After receiving a PSRO, the TO or their representative will request the appropriate CTO to make passenger reservations. MTMC will pass requirements for rate negotiations to support rates to be used in the PSRO program to AMC.

2. A PSRO designates the following:

- a. Origin point.
- b. Destination point.
- c. Mode” of transportation.
- d. Carrier(s) to be used.
- e. Schedules to be used.
- f. Fare information.
- g. Any other special instructions.

3. Identification. Each PSRO will be identified by a discrete 17-position alpha-numeric code assigned by MTMC/MTOP-TS, e.g., PSROILO1105A5082O. An example of a sample code is in figure 102-1.

4. Changes To or Cancellation of a PSRO. When changes occur in military requirements or in local conditions which may warrant the revision of the PSRO, such information will be promptly furnished to MTMC/MTOP-TS for consideration and appropriate action. Except as provided in paragraph 6. below, a PSRO will not be changed or canceled by TOS or MEPS personnel without approval of MTMC/MTOP-TS.

5. Government Travel Request (GTR) Entry. See Appendix O for the specific GTR entry required for a movement under a PSRO.

6. Exceptions.

a. If unusual conditions preclude use of routing instructions covered by a PSRO, routing will be arranged locally as provided in paragraph C. of this chapter. If arrangements are made” for other than a one-time situation, such information will be furnished to MTMC/MTOP-TS.

b. Routing for group movement of recruits, enlistees, and inductees by special train or charter air service will be requested from MTMC/MTOP-TS, in accordance with the provisions of paragraph C. of this chapter.

Position: 1-4 Code: PSRO Explanation: Movement designator (PSRO)	Position: 12 Code: A Explanation: Mode code (Commercial Air)
Position: 5-6 Code: IL Explanation: State code (2-digit state code, alpha)	Position: 13 Code: 5 (for 1995) Explanation: Current year (last numeric digit of year)
Position: 7-8 Code: 01 Explanation: City code (Origin)	Position: 14-15 Code: 01 (for January) Explanation: Current month (2-digit, numeric)
Position: 9 Code: 1 (for Army) Explanation: Service code	Position: 16-17 Code: 20 Explanation: Current day (2-digit, numeric)
Position: 10-11 Code: 05 Explanation: Training site code (Destination)	

Figure 102-1. Explanation of a PSRO Number.

F. GROUP MOVEMENTS

1. Group Movements. TOS have the authority to route any size group that does not require a planeload charter in accordance with the policy of the DoD Component concerned. In exercising this authority, maximum use will be made of the capabilities of the CTO. DoD Components have the option of obtaining group travel service or related assistance from MTMC/MTOP-OM. Definition of “Group Movement” (to justify the use of unpublished fares obtained by your CTO) is 21 or more.

2. Procedures for Arranging Group Moves.

a. Submission of Requests. Requests shall be submitted to the TO at least 72 hours prior-to the proposed departure.

b. Need for Unclassified Travel Information. When any type of commercial transportation is requested, the origin, destination, and movement date must be unclassified so that negotiations can be conducted with commercial carriers.

c. Information to Include in Request. Requests will contain the following information:

(1) Identification of group (such as unit designation, students, Reserve Officer Training Corps).

(2) Type of travel (permanent change of station, temporary duty, or temporary additional duty travel).

(3) Number of persons; show officers, enlisted, or other separately; for movement of patients, show number of litter patients or ambulatory patients and attendants separately; for prisoner movements, show prisoners and guards separately; indicate separately when female personnel are included.

(4) Origin and destination of travel.

(5) One-way or round-trip travel.

(6) Date and time of availability for movement; include return movement information if round-trip; when specific time and date of departure are requested, regardless of the comparative cost, furnish reason.

(7) Deadline for arrival at destination, if any.

(8) Estimated weight of personal baggage per person.

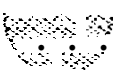
(9) Estimated weight and cube dimensions of largest articles, and brief description of military impedimenta to accompany troops in passenger service; (ammunition should be indicated separately and whether small arms or high explosive).

(10) Particular mode of transportation, when it has been directed in orders; when mode of transportation is not directed in orders and a particular mode is desired, the reason will be furnished.

(11) Method of subsistence during travel: meal tickets, cash, or dining car.

(12) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.

(13) Number and type of transportation units required for baggage and impedimenta to accompany troops in passenger service, or required to be used when a training and loading exercise is contemplated; when equipment is to be used for training



and loading exercises,” the request for routing should so specify. DoD Components are responsible to ensure baggage is made available to loading crews regardless to mode of transportation used.

(14) Positioning requirement for loading of carrier equipment.

(15) Special passenger equipment or special accommodations for patients and attendants or prisoners and guards; serial number of government-owned equipment, if known, will be included.

(16) Statement to the effect that the requester is not attempting to arrange government air and fully intends to use the commercial air being requested.

(17) Complete accounting data dedicated to the movement. Ensure funds are available and will be approved.

(18) Name/rank or grade, address, and duty and home telephone numbers for the point(s) of contact.

d. After the transportation arrangements have been made, the TO must provide the requester all pertinent transportation information, i.e., commercial carrier, flights numbers, schedules, dates, costs, movement symbol and number, and meal service. The TO then prepares the required transportation documents, e.g., GTRs and tickets, and completes appropriate items of DD Form 1341, Report of Commercial Carrier Passenger Service.

e. Reporting Changes.

(1) Reporting changes is extremely important, as there are a variety of penalty charges imposed by common carriers for failure to cancel a scheduled move properly. Once a group move has been finalized, the unit is responsible for reporting to the TO any changes that would affect the move, e.g., an increase or decrease in passenger count, changes in baggage or impedimenta requirements, changes in dates or time, or cancellation of all or part of arranged transportation.

(2) The group leader must assure that the TO is advised of any changes to passenger group movements in scheduled service arranged by MTMC as soon as possible, but not later than 24-hours prior to scheduled flight departure time.

f. Designating a Group Leader. A responsible member of the group, usually the senior ranking individual, is designated as the group leader. The group leader serves as the intermediary between all members of the group and the carrier representatives and is responsible for reporting to the TO any changes or problems encountered by the group during travel.

g. Briefing the Group Leader. The group leader and, if possible, the entire group” must be thoroughly briefed prior to commencement of travel. Written instructions should be provided in connection with the briefing. The briefing should include, but not be limited to, the following:

(1) The group leader is not authorized to make changes or to cancel any , . travel arrangements unless specifically authorized by the origin TO.

(2) A review of the travel documents provided and their proper use, e.g., GTR(s), commercial airline tickets, meal tickets (as applicable), and the DD Form 1341.

(3) Accuracy of passenger manifests.

(4) Schedule date and time of departure, route, symbol and numbers (when applicable), and scheduled date and time of arrival at destination.

(5) On all charter movements the original GTR must be presented to the carrier representative or aircraft pilot/bus operator upon boarding.

(6) The disposition of all unused transportation requests, totally and partially unused tickets, and other transportation documents.

(7) Number and types of meals to be provided. (When meal tickets are used, address the need for certifying the meal ticket for the exact number of meals served by the vendor).

(8) Handling of baggage.

(9) Completing and distributing DD Form 1341.

(10) Procedures to be followed when personnel are hospitalized, deceased, or missing en route.

(11) Action to be taken in the event of an unusual delay en route.

(12) Requirement to observe the condition of carrier equipment prior to departure, en route, and at destination. All damage should be noted and called to the attention of the carrier representative. If damage was inflicted by member(s) of the group, the “Remarks” portion of DD Form 1341 must be completed following the instructions shown there.

(13) The availability of flight insurance forms and the requirement that completed forms be mailed prior to flight departure.

(14) That completion or alteration of carrier tickets by personnel other than bona fide employees of common carriers is prohibited.



(15) Responsibility to ensure all weapons are unloaded prior to movement by any mode. (See Appendix L)

G. MILITARY PRISONER WITH GUARD

When commercial transportation is used for moving prisoners under guard, the movement will be accomplished in a manner which permits the least possible contact with the general public. Consideration will be given to all modes in selecting the type of transportation which best meets military requirements.

H. ABSENTEES. STRAGGLERS. OR OTHER MEMBERS WITHOUT FUNDS

Absentees, stragglers, members on authorized leave without funds, or members who become separated from the remainder of the group while in a travel status will be furnished travel on a cost charge basis. See DoD Component publications for determining appropriate published tariff rate application. Travel will be in accordance with JFTR, U7400. (For dependents see JFTR, U5237.) There are no provisions for transportation of civilian employees under these conditions.

I. APPLICANTS, REGISTRANTS, AND OTHERS

Applicants and rejected applicants for enlistment, registrants and rejected registrants, members discharged because of fraudulent enlistments, applicants for flight training, members discharged under other than honorable conditions, and discharged and/or paroled prisoners are entitled to transportation in accordance with JFTR, Chapter 7.

J. DEPENDENT TRAVEL

This paragraph prescribes air, rail, and bus accommodations to be provided to dependents of military members and DoD civilian employees for travel by commercial and AMC transportation.

1. Authority.

a. Family of Military Member. Transportation of dependents is authorized by the JFTR and appropriate DoD regulation.

b. Family of Civilian Employee. Transportation of dependents is authorized by the JTR and appropriate DoD regulation.

2. Transportation of Military Dependents.

a. Application by Military Member. Transportation furnished to military dependents will be supported by dependent travel orders; or member's orders which include the name, relationship, and dates of birth of dependents; or DD Form 884 (Application for Transportation for Dependents) supported by proper travel authority, i.e., member's travel order. When concurrent travel is authorized, dependents may travel with

the member. When different accounting symbols, projects, or other subdivisions are included on one GTR, the number of persons chargeable to each subdivision will be clearly shown.

b. Distribution of DD Form 884. For Army, Marine Corps, and Navy sponsored dependent travel, the DD Form 884 will be prepared in duplicate. The original, signed by the applicant, will be retained with a copy of the member's travel order, GTR file copy (if applicable), and other documentation for each member's case file. The duplicate copy will be given to the applicant. An additional signed copy will be forwarded to the member's receiving finance and accounting office when issued under local payment of airlines (LOPA) procedures.

c. Application by Other Than Member. When it is otherwise impossible or impractical for a member to execute the application, a responsible adult dependent possessing a valid power of attorney may certify and sign all documents relating to the application. In such cases, the dependent signing the documents will attach a sworn affidavit attesting to the dependency, by name, of all persons listed on the application. Transportation may be provided for dependent travel using the casualty report.

d. Overseas Movement of New Dependents. TOS must be knowledgeable of, and ensure that, various requirements for moving Navy dependents overseas, e.g., medical screening, accomplishment of dependent entry approval, passport/Visas, and required obligated service (retainability) are met.

e. Self-Procurement. DoD Components may provide their own guidance and restrictions for self-procurement.

K. CIRCUITOUS TRAVEL

Circuitous travel is defined as travel by a route other than the one that would normally be prescribed by a transportation officer between the places listed in travel orders. Military members and their accompanying dependents may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. The TO approves/disapproves requests for circuitous travel (for Navy, approval authority is commanding officer). The traveler assumes responsibility for all costs exceeding those of the normally prescribed route (See JFTR, paragraph U5 116E). Appropriate cash collection voucher will be issued for excess cost that is incurred as a result of circuitous travel via AMC airlift. Approval authority for circuitous travel should review applications on an individual basis. Requests should be approved when it is in the best interest of the member's morale and welfare and applicant has indicated sufficient funds to defray the cost of travel where government-expense transportation is not available. Applicant must understand and accept responsibility for complying with the travel requirements outlined in the DoD Foreign Clearance Guide for countries visited.

L. ACCOMMODATIONS

Individuals or groups will request TO to reserve appropriate accommodations. Requests will be made as soon as requirements are known. Accommodations provided

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military service members and DoD civilian employees on official travel varies between modes. Travelers may accept accommodations with less than stated minimum standards when they meet DoD Components and/or traveler requirements. In addition, the government may furnish accommodations with less than stated minimum standards for military members and DoD civilian employees when it has been determined by the DoD Components concerned that specific needs require use of such accommodations.

M. PASSENGER RESERVATION DATA REPORTING

1. MTMC is responsible for managing, operating, and maintaining the DoD Statistical Collection of Passenger Travel (STATCO) management information system. MTMC will provide management information to DoD Components to support their management and evaluation of passenger operations. Requests for information should be directed to Commander, HQ MTMC, Attn: MTOP-CM, 5611 Columbia Pike, Falls Church VA 22041-5050.

2. DoD Components are responsible for providing commercial travel reservation data to MTMC on individually ticketed travel including TO-routed groups to support STATCO system data requirements. This reservation data will normally be provided through data provided by Commercial Travel Office (CTO) contractors. CTO contracts must include this reporting requirement. Travel of individuals not arranged by CTOS will be reported by Defense Finance and Accounting Service (DFAS) from paid travel documents. Group travel arranged by MTMC will not be included in STATCO reporting. Specific data reporting procedures and data elements are prescribed at Appendix J.

N. COMMERCIAL TRAVEL OFFICE (CTO)

1. Establishment or continued use of a full-service, in-house travel office (official or leisure) is authorized only when it has been determined by the DoD Component in the CONUS, or the theater commander overseas, that CTO services cannot satisfy a DoD installation's travel requirements. At the discretion of DoD Components, there may be separate CTOS on an installation, one for official travel and another for leisure travel.

2. Selection of a contractor to perform the CTO services shall be accomplished on a competitive basis in accordance with 10 U.S. C. 137, as amended, and Federal Acquisition Regulation.

3. CTOS shall provide a full range of travel services which include, but are not limited to, air, bus, rental car, rail, and water reservations, including group movements, and ticketing delivery; lodging reservations (if available); detailed management reports; and availability of a 24-hour toll-free information and assistance telephone number. All solicitations or other documents setting forth the agreement of the parties pertaining to official travel should include a provision for payment of a discount applied directly to the official travel appropriation and, for unofficial travel, payment of concession fees to the nonappropriated fund instrumentality supporting military and civilian Morale Welfare and Recreation (MWR) activities specified by the DoD Component.

4. CTOS and in-house travel service offices will comply with procedures and requirements in Chapter 103, paragraph A., of this Regulation.

5. Transportation bill payment procedures will be as prescribed by the DoD Component and will be included as part of their travel services contracts.

6. TOS will ensure CTO contracts will require coding of non-compliance with DoD travel policy defined in Chapter 103, paragraph A. Coding will be in accordance with Appendix J.

7. When available, use of CTOS by travelers is mandatory.

O. HUMAN REMAINS

The TO will work closely with mortuary affairs/decedent affairs office for arranging transportation of human remains. See Appendix O for GTR preparation.

P. ESCORTS WITH DECEASED

Normal mode of travel for deceased members is air. (See Chapter 103 for further information.)

1. Deceased Military Personnel. Escorts (military or civilian) for the remains of deceased military personnel will be furnished travel as provided in the JFTR, U7601.

2. Deceased Civilian Personnel. Travel expenses of an escort for the decedent's remains are not allowable. See the JTR C6063.

Q. GIFTS, GRATUITIES, AND MILEAGE CREDITS IN PERFORMANCE OF OFFICIAL DUTIES

1. Promotional items of nominal intrinsic value and benefits received, which the government cannot use, may be kept by the traveler/member. Reference JFTR, Volume I, Chapter 2.

a. Items of nominal value (**\$20.00** or less) may be kept for personal use.

b. Benefits incident to official travel that cannot be used by the Federal Government, such as **on-th-spot** upgrades, may be kept for personal use if they fall under one of the gift exceptions of 5 CFR 2635.203 and 204, the Standards of Ethical Conduct for Employees of the Executive Branch found in Chapter 2 of DoD 5500.7-R, the Joint Ethics Regulation (JER). These exceptions include benefits that are broadly available to the public, to all Government employees, to all military personnel regardless of rank, and those that are available to a group in **which membership** is unrelated to government employment. (Also, see JER, Chapter 4, Section 2.)

2. Frequent flyer credits earned on official travel are the property of the Federal Government and may not be used for personal travel. First priority should be given to using them for free airline tickets, hotel rooms, and rental cars. They may also be used for airline, hotel, and rental car upgrades, but they may not be used for upgrades to first-class airline accommodations. They may be used for upgrades to premium-class-less-than-first-class (e.g., business class). If there is no premium class other than first class, the credits may not be used for airline upgrades at all. Reference JFTR **U3125** and U201O, and JTR **C2205**.

3. Travel bonuses carrying expiration dates and nontransferable coupons will be turned into the travelers' supporting TO (63 C.G. 229 (1984)). Reference JFTR, Volume I, Chapter 2.

4. Denied Boarding/Voluntary Seat Release Compensation. TOS will inform each air traveler that most carrier tariffs require payment of liquidated damages in certain situations, if the carrier fails to provide a seat for a passenger with a confirmed reservation. Since travel on official business is for the account of the United States, travelers will be instructed to ensure that checks tendered by carriers as denied boarding compensation are made payable to the Treasurer of the United States and forwarded to the fiscal station specified in the travel orders for credit to the applicable accounting classification. When travel is paid on centrally billed accounts, compensation will be credited to the applicable account number reflected on the ticket. These provisions apply whether air transportation is procured by GTR, cash, or credit card. However, these requirements do not apply when the traveler relinquishes a confirmed seat, provided the resultant delay does not impinge upon the performance of official duty and the government does not incur any additional cost. Under the latter circumstances, the traveler may keep any compensation paid by the carrier.

R. LOST COMMERCIAL AIRLINES TICKETS

1. Procedures in this paragraph are applicable to all DoD Components. Additional procedures for Air Force, Navy, and Marine Corps procedures, see AFI 24-101, NAVMILPERSCOMINST 4650.2 and MCO P4600.7, respectively.

2. Lost GTR or Commercial Ticket. When a GTR or ticket is lost, stolen, or destroyed, duplicate transportation will not be furnished by a TO, except under conditions described in paragraph R.5. below.

3. In Custody of ITO. When a GTR or ticket is lost, stolen, or destroyed, while in the custody of a TO, a report will be immediately sent by message to the appropriate Defense Finance and Accounting Service (See Appendix O, figure O-6). Report should include a complete description of the documents including

a. Payee

b. Serial number

c. Complete statement of facts concerning loss or theft. If the lost, stolen, or destroyed document(s) is partially or fully completed with the point of origin, carrier, or type service, the TO also should immediately notify the designated carrier and other local carriers of the loss or theft.

4. In Custody of Traveler. Travelers who lose GTRs or tickets should immediately notify the designated carrier and the issuing TO. TOS should assist the traveler by preparing a report which includes the following information, as appropriate:

- a. Serial number(s) of lost or stolen GTRs or tickets.
- b. Serial number(s) of GTRs issued and exchanged for the lost or stolen tickets.
- c. Name of activity where issued.
- d. Date, place, and circumstances relating to loss.
- e. Points between which ticket was used.
- f. Approximate baggage weight and points to which baggage was checked, if any.
- g. Action taken to recover tickets.
- h. Action taken to notify carrier or agent. (Note: When lost ticket refund forms are issued by the carrier, the traveler will ensure that the following address is shown on the form: Treasurer of the United States, c/o of Unit Finance Officer)
- i. Serial number(s) of replacement GTR and/or tickets.
- j. Name of activity where replacement tickets were issued (when applicable).
- k. Copies of receipts. Lost ticket refund application.

1. For tickets issued under LOPA procedures, copy of DA Form 4556 (airline service request).

m. TO, upon receipt of the above, will immediately notify the designated carrier on an SF 1170, Redemption of Unused Tickets, requesting reimbursement for the amount paid for the transportation.

n. If applicable, the ITO will initiate tracer action on SF 1170 with the carrier until case is closed.

5. Obtaining Duplicate Transportation. The traveler will be informed to use personal funds to purchase transportation services necessary to complete authorized travel. Receipts will be obtained from the carrier to support claim for reimbursement. Military personnel without sufficient funds to purchase duplicate transportation may be

furnished the necessary transportation on a cost charge basis. See Appendix O of this Regulation for procedures for issuing a cost-charge GTR. Reporting requirements in paragraph R.4. above apply when a cost-charge GTR is issued.

6. Recovery of Lost Documents. If documents reported as lost or stolen and are later found, the traveler will immediately notify the issuing TO. The notification should include serial numbers of the documents. Documents reported as lost, but subsequently found, must not be used but given to the TO.

7. Tracing. TO will initiate refund action.

8. Reimbursement for Cost of Transportation at Traveler's Expense. When duplicate transportation has been purchased by the traveler from personal funds, or has been furnished to a military member on a cost-charge basis, the following procedures must be used.

a. Traveler. The traveler should submit a request for reimbursement, through the local transportation officer, to the appropriate finance office. Copies of tickets purchased by the traveler and all receipts received from the carrier should be included with the request. The TO will provide copy of the SF 1170 to finance office and to the member. The member will submit a copy of the SF 1170 with the travel voucher, DD Form 1351-2, for immediate reimbursement. After TO verifies that the original GTR(s) ticket(s) was not used, the TO will notify local finance office and close out the file. If it is determined that the document reported as lost or stolen was used, the traveler may be required to refund the government for the cost of the fraudulently used transportation.

b. TO. TO will ensure that the traveler complies with this paragraph R. TO will also forward any refund checks received from the carrier with the traveler's request for reimbursement so that appropriate adjustments can be made by the finance office.

c. Refund Received by TO or Traveler. Refund checks received by TO or traveler from a carrier will be forwarded to the local finance office or to the appropriate Defense Finance and Accounting Service for adjustment and reimbursement to the traveler. If it is later determined that lost or stolen documents were used, the traveler may be required to refund the cost of the tickets to the government.

S. U.S. GOVERNMENT TRANSPORTATION REQUEST (GTR)

See Appendix O for information concerning GTRs.

T. MEAL TICKETS

See Appendix P for meal ticket preparation guidance.

U. CARRIER AGREEMENTS

Agreements between MTMC and AMC and air, bus, rail, carriers, and rental car vendors will be provided to each TO by MTMC/MTOP-Q and upon receipt, agreements should be filed in Appendix Q of this Regulation.

V. EMERGENCY TRAVEL

1. General. The following guidance is provided for processing travel in connection with bona fide emergencies for military members, and their dependents.

2. Funded Emergency Travel and Related Space Available Travel. The member's commander is responsible for granting or denying emergency travel. **Once** it has been determined that emergency travel is appropriate, such travel will not be denied because of insufficient unit funds. Nor will a member or dependent who is entitled to space required government funded travel be advised that he or she must travel in a space available status.

3. Travel Authorization and Entitlement. These entitlements are complex because they are dependent upon the circumstances involved and the member's duty station and domicile. Figure 102-2 below is provided to assist in making a determination on emergency travel authorizations and entitlements. (If a conflict exists between the DTR, figure 102-2, and Joint Federal Travel Regulation (JFTR), JFTR takes precedence.)

4. Emergency Travel of DoD Civilians. See JTR, Volume II, Chapter 6, Part I, C6454, to determine entitlements.

Rule	A Situation	B Entitlements	C Remarks
1	Member is stationed in CONUS and his or her domicile is outside CONUS. (See note 1.) Emergency is outside CONUS.	Member and (or) dependents authorized space required government transportation via AMC from CONUS to overseas location and return.	
2	Same as Rule 1 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the international airport nearest the member's duty station or nearest location of the member or dependents when notified of emergency. Travel is authorized to an international airport servicing the location authorized by the emergency travel order. (See note 3.) (JFTR, Volume 1.)
3	Member is stationed in CONUS and his or her domicile is in CONUS (See note 1.) Emergency is outside CONUS.	Member is authorized space-required travel via AMC from CONUS to overseas location and return. Dependents authorized space available (or space required cash reimbursable) travel from CONUS to overseas location and return.	
4	Same as Rule 3 above.		Government funded commercial transportation is not authorized.
5	Members stationed in CONUS not TDY or away from permanent duty station/home port and emergency is in CONUS.	Member authorized space available government travel.	Dependents are not authorized to travel space available within CONUS. Government-funded commercial transportation is not authorized. (DoD 4515. 13-R)
6	Member is stationed overseas and emergency is in CONUS.	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to CONUS and return.	
	Same as Rule 6 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the overseas duty location or location at which notification was received. Travel is authorized to the international airport in CONUS closest to the international airport of overseas departure. Return is between the same points (JFTR, Volume I). (See note 3)

Figure 102-2. Emergency Travel Entitlements and Space Available Eligibility Table.

Rule	A <u>Situation</u>	B <u>Entitlements</u>	C <u>Remarks</u>
3	Member is stationed overseas and emergency is outside CONUS. (See notes 2-3-4)	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to the APOD servicing the overseas location where the emergency exists. (See note 4)	
8	Same as Rule 8 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the member's duty station or nearest location of the member or dependents when notified of emergency. Travel is authorized to an airport servicing the location authorized by the emergency travel order (JFTR, Volume I). (See note 3.)
10	Dependents residing outside CONUS separate from member and on behalf of the member are entitled to a station allowance. Emergency is in CONUS.	Authorized space required transportation via AMC from overseas location to CONUS and return. If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the overseas duty location or location at which notification was received. Travel is authorized to the international airport in CONUS closest to the international airport overseas departure. Return is between the same points (JFTR, Volume I). (See Note 3)
11	Above emergency occurs outside CONUS. (See note 2.)	Authorized space required transportation via AMC from overseas location to CONUS and return. If government transportation is not reasonable available, commercial air is authorized.	Travel originates from location of the dependent(s) when notified of emergency. Travel is authorized to an airport servicing the emergency location specified in the emergency travel order.
12	Military member performing TDY (inside or outside CONUS) away from his or her permanent duty station (inside or outside CONUS) or members assigned to ships away from the home port.	Authorized to travel at government expense from the TDY location to the permanent duty station, home port, or other location, not to exceed the cost of transportation to the permanent duty station.	Travel originates from the TDY location when notified of emergency. Travel is authorized to an airport servicing the location authorized by the emergency travel order (JFTR, Volume I). (See note 3.)
13	Same as Rule 14 above.	Commercial air is authorized when government transportation is not reasonably available.	
14	U.S. citizen civilian employed outside CONUS with emergency situation inside or outside CONUS.	Employee and/or dependents authorized space available (or space required cash reimbursable) travel via AMC between CONUS and overseas or between overseas areas, as applicable.	Government-funded commercial transportation is not authorized (DoD 4515.13-R)

Figure 102-2. Emergency Travel Entitlements and Space Available Eligibility

NOTES:

1. The member's domicile is "the member's home of record, place from which called or ordered to active duty, place of first enlistment, or place of legal residence." The spouse's original domicile has no bearing on emergency leave entitlements.
2. The cost of commercial transportation authorized or approved will not exceed the cost of government procured commercial air travel between these points. Transportation may be provided to and from other points; however, any excess costs must be collected from the member.
3. If dependents are not command sponsored and are located in the vicinity of the member's duty station or residing in the CONUS while the member serves an unaccompanied or remote tour, space available travel or space required (cash "reimbursable) travel is authorized via AMC where channel exists. Funded commercial air travel is not authorized. Return transportation, space available, or space required for non-command sponsored dependents to the overseas area is not authorized. --
4. Members and dependents overseas, entitled to emergency travel, who must transit the CONUS to reach the emergency leave point outside the CONUS are entitled to space required AMC or government-funded commercial air, to include travel across the CONUS.

Figure 102-2. Emergency Travel Entitlements and Space Available Eligibility Table
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